Become a Volunteer with the Tax Clinic at QUIC!

VOLUNTEER POSITION:
Income Tax Clinic Volunteer (Tax Return Preparer)
at the Queen’s University International Centre

DEADLINE TO APPLY: November 30, 2019

ABOUT THE PROGRAM:
QUIC in collaboration with the Canada Revenue Agency (CRA) hosts a tax preparation clinic in Winter 2020. As part of this service volunteers prepare income tax and benefit returns for international students at Queen’s who have a modest income and a simple tax situation.

The Tax Clinic will run from March to April, Tuesdays to Thursdays, three days a week. Volunteers work in shifts that are one hour each, scheduled between 9 am - 12 noon in the morning, or 1 pm - 4 pm in the afternoon.

POSITION SUMMARY:
- Help international students submit tax returns using the UFile software;
- Ensure all formalities and concepts are fully explained to international students during their appointment;
- Attend mandatory training as required;
- Other duties as assigned.

WE ARE LOOKING FOR VOLUNTEERS WHO ARE:
- Fluent in English with clear speech and strong communication skills;
- Preferable in a study program related to accounting, business, finance, economics, or math;
- Experience with U-File is an asset;
- Curious, open-minded and with appreciation for diversity and respect towards cultural differences;
- Wanting to increase their intercultural skills, experience and awareness;
- Able to understand some of the challenges related to newcomers’ transition.

BENEFITS OF VOLUNTEERING:
- Gain valuable experience and knowledge of the Canadian Tax Return system;
- Skills development: communication, empathy, facilitation, helping others to learn;
- Involvement on Campus, giving back;
- Satisfaction from helping others to have a positive experience in our community.

HOW TO APPLY:
Please apply by email to QUIC@queensu.ca.
Submit your resume and cover letter with the following:
  a. Describe your experience that is most relevant to the position;
  b. Explain what motivates you to volunteer at the International Centre.